

April 2000

Dear Working Professional:

Thank you for taking time out of your busy schedule to come to school and participate in this year's Career Day "The New Millennium Is Now." Your willingness to share your expertise in your field will be valuable for the students.

We ask that you arrive at the school at 8:30 a.m. You will be directed to the media center where PTSA members will greet you and give you further instructions. Students will be available to help you with any equipment and show you to your rooms. We invite you back to the media center after you have taken equipment to the rooms for refreshments and a short orientation. Four thirty minute presentations will begin promptly at 9:00 a.m.

There will be teachers in each room to assist you throughout the presentations. Please let us know in advance if you have any special needs or equipment. (VCR, slide projector, overhead projectors, screens, etc.) Please notify us by April 26th if you have a request for equipment and it will be in the classroom when you arrive. You will begin the presentations at 9:00 a.m. and the last of the four will conclude at 11:15 a.m. You may expect 20-40 students in class. Junior high school students respond best when involved in a lively presentation. Please return your evaluation to the media center at the conclusion of your presentations.

☒ Some suggested areas we would like covered are:

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| ï Education needed for your profession | ï Your personal likes & dislikes |
| ï What led you to this profession | ï Job availability now and in the future |
| ï What you do on a day to day basis | ï Dress codes, if any |
| ï Income potential for your profession | ï Time commitment involved |
| ï How classes in high school (math, English, science) helped you in this career | ï Job security |

Thank you, in advance, for your participation and please feel free to call us anytime with questions you may have. See you on Thursday, May 4th.

Sincerely,

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